



REPETITIVE TRACT HOUSING APPLICATION / PLOT PLAN GUIDELINES

1. Complete application part of form for each address / building permit being requested.
 - a. Fill in the appropriate areas as shown on the attached sample application form:
 - 1) Plans Check Number e.g. P-1234-99 AC or 20698 AC (include Model Option Letter)
 - 2) Complete Address (include type: ST, AV, LA, BL, etc.)
 - 3) Contractor Name
 - 4) Contact Phone Number
 - 5) Contact Fax Number
 - 6) State of Nevada License Number (5 digits)
 - 7) City of Las Vegas License Number e.g. C-12-00345
 - 8) Lot
 - 9) Block
 - 10) Recorded Subdivision Name (Not Marketing name)
 - 11) Signature of Owner/Agent for contractor (Unsigned applications cannot be processed)
 - 12) Subdivision Book and Page Numbers
 - 13) Parcel Number
 - b. Plot plan part of form:
 - 1) Printed on application/plot plan form.
 - 2) The plan must be drawn to appropriate scale for clarity.
 - 3) The building footprint and lot property lines must be distinguishable from other graphics.
 - 4) Dimensions of the lot and setbacks must be shown.
 - 5) **Address, lot and block must be indicated.**
 - 6) Recorded subdivision name must be indicated.
 - 7) No civil engineering stamp is required except when plot plan is also being used as a grading plan. It must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
2. Each submittal package must contain applications for one recorded subdivision only. **DO NOT MIX DIFFERENT SUBDIVISIONS IN THE SAME SUBMITTAL PACKAGE.** (Package contains your scheduled release.
 - a. Application/plot plan forms must be in numerical, alphabetical order, NOT lot and block order.
 - b. Submit one application/plot plan for each address.
3. Include copies of any other documents such a "waiver of park impact fees" to insure proper credit.
4. Application/plot plans are submitted at the Planning Department intake counter.

Following these guidelines will help your application to be processed in a timely and efficient manner. Incomplete and incorrect applications will not be processed, and will be returned to applicant with corrections marked for your convenience.



APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS: _____ PARCEL NO. _____
REC. SUBDIV: _____ ZONE _____
PLAN CHECK: _____ LOT _____ BLOCK _____ BOOK _____ PAGE _____
APPROVAL FOR: SFD ☐ PATIO COVER ☐ BALCONY ☐ ONLY

CONTRACTOR/AGENT/OWNER _____ DATE _____ STATE LICENSE NO. _____ CITY LICENSE NO. _____
CONTACT NAME _____ PHONE NO. _____ FAX NO. _____
CONDITIONS _____

PLANNING DEPARTMENT _____ DATE _____ BUILDING DEPARTMENT _____ DATE _____
LAND DEVELOPMENT _____ DATE _____

I hereby certify that I have reviewed this application and the proposed plans and have found that the proposed development meets the requirements of the City of Las Vegas Flood Hazard Reduction Ordinance for the issuance of This Development Permit.